

ODP # 0-346

19 March 1980

MEMORANDUM FOR: Director, Office of Data Processing

FROM:

Chief, Executive and Planning Staff

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SUBJECT:

Requirements for ODP Support

1. This memorandum provides current information on ADP projects in progress or planned in

2. This is an update to the memo dated 14 June 1978 Requirements for ODP support.

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TAB A: Projects in the planning or implementation stage for which Forms 930 have been submitted.

TAB B: Projects identified for system definition studies.

TAB C: Projections of estimated and ODP resource requirements for projects in TABs A and B.

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3. The TAB B projects have been reviewed by management and approved for further study. A decision to implement these projects will be made separately for each project on completion of the system definition studies.

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Attachments:
TABs A-C

TAB A -- ACTIVE PROJECTS

These projects are all in the planning or implementation stage.

1. PASKEY

System modifications are being made as needed.

2. DISTRIBUTION LIST

System is presently undergoing testing and evaluation. LRB is inputting data into the system and ODP continues to monitor the system and make the necessary modifications as needed.

3. FIELD COVERAGE STAFF

The system definition study is completed and ready for implementation. Implementation (programming support) has been delayed due to other priorities in ODP. The paperwork to order the word processor (NBI 3000), as part of this study, is presently being processed by OL.

4. CETA

Support is requested for programming assistance on the inter-agency [REDACTED].

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5. CTS

The system definition study is now being implemented. The 90,000 CTS entries are being converted by the contractor [REDACTED]. [REDACTED] ODP, is the COTR on the contract. Word processing equipment has been ordered by ODP and is due June 1980. Project is on schedule. Project will require ODP programming support.

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6. DRD MANAGEMENT FILE

A number of small files are currently maintained manually by DRD. These files include a DRD Directory File, a DRD Editors' File and a Departures and Arrivals file. A form 930 was sent to ODP on 13 June 1978 for support. It has been decided that personnel in FCS can handle this task, and they are developing this system.

7. MACHINE AIDS TO TRANSLATION (MAT)

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The MAT System is being developed by [REDACTED] funded by ORD. We will need ODP support in an advisory capacity during the test and evaluation stage. It is probable that [REDACTED] will require ODP support if the MAT System is accepted. MAT is due for delivery to [REDACTED] on 1 July 1980.

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8. DRD AUTOMATION

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[REDACTED] is presently pushing ahead with the automation of the [REDACTED]. It will be necessary to have ODP support, in an advisory capacity, as this project progresses. [REDACTED] presently has plans to use IBM Correcting Selectric Typewriters as an interim system.

9. WORD PROCESSING

The Word Processing Paper dated 23 October 1978 recommends the Exxon Qyx Level IV for secretarial support. If the Qyx meets our needs, it will replace the IBM Mag Card Machines. The purchase of additional Qyx equipment will require ODP approval.

10. CSO

The Contract Service Order (CSO) Feasibility Study, completed by ODP, has been accepted by management and will require ODP support (RFP preparation). Some of our previous Form 930 requests (TAB B) will not be necessary with the implementation of CSO. A copy of the Form 930 request forwarded to ODP is attached.

CLASSIFICATION

SEE INSTRUCTIONS
ON BACK OF SET

COMPUTER APPLICATIONS REQUEST/ACTION FORM

TO: Director of Data Processing ODP 2D-0105
☒ ATTN: Deputy Director For Applications ☐ ATTN: Chief, Production Division

REQUESTING OFFICE

2. REQUESTER'S CONTROL NO.

DDS& [REDACTED] E&PS

80-003

REQUESTER'S NAME

4. EXTENSION

5. DATE

2382

10 March 1980

6. SERVICES REQUESTED (use additional sheets if necessary)

RFP PREPARATION FOR CSO SYSTEM

The feasibility study for a Contract Service Order (CSO) system has been completed by ODP and accepted by [REDACTED] management. This project is included as an enhanced level package in the FY 1982 Program Plan.

[REDACTED] would like ODP to assist in the preparation of an RFP for CSO to be forwarded to prospective contractors. Since funds for this project might become available before FY 1982, this RFP should be prepared in late FY 1980 and continue into FY 1981 so implementation of the system can begin in FY 1982.

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7. TYPE OF REQUEST

PRODUCTION	<input type="checkbox"/>	PROGRAM FIX	<input checked="" type="checkbox"/>	ONE TIME
MODIFICATION	<input type="checkbox"/>	NEW REQ'MT	<input checked="" type="checkbox"/>	OTHER (specify) RFP Preparation

8. PROJECT NAME

9. COST NOT TO EXCEED

CSO

10. COST-OTHER THAN ADP

11. TARGET DATE

\$

1 January 1981

DO NOT WRITE BELOW THIS LINE - TO BE COMPLETED BY ODP

CUST. CODE	PRISM NO. - SUB. NO.	ACTIVITY	DATE RECEIVED	DATE COMPLETED	PRODUCTION DATE
FEASIBILITY		DESIGN	PRE-PRODUCTION		
PROPOSAL		DETAIL DESIGN	OTHER		
EST. MANHOURS		EST. MACH. COST	TOTAL COST	TARGET DATE	
1.					
2.					
TEAM MEMBERS (#1 leader)		START DATE	EST. END DATE	TEAM MEMBERS	START DATE EST. END DATE
1.				6.	
2.				7.	
3.				8.	
4.				9.	
5.				10.	

REMARKS

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(13-21-38)

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TAB B -- [REDACTED] PROJECTS FOR SYSTEM DEFINITION STUDIES

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The following areas have been identified as possible computer applications. Systems definition studies will be required to determine the specific implementation method to be used.

1. [REDACTED] CONTRACT EMPLOYEES FILE

An automated personnel file on [REDACTED] contract employees should be maintained for management purposes. A Form 930 was submitted on 13 June 1978. No study has begun. The CSO System would provide us with this information.

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2. LINGUISTIC SKILL FILE

The Linguistic Skills File of [REDACTED] staff and foreign-national personnel should be maintained on a computer. A Form 930 was submitted on 13 June 1978. No study has begun. The CSO System would partially fill this requirement.

3. NON-EXPENDABLE PROPERTY INVENTORY FILE

To manage more conveniently the non-expendable property inventory file maintained by the [REDACTED] Engineering Staff and the Logistics Branch, a data base management system should be developed. A Form 930 was submitted on 13 June 1978. No study has begun.

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4. CAREER DEVELOPMENT/TRAINING FILE

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Career development and training information on [REDACTED] personnel should be maintained on a computer. A Form 930 was submitted for an interim system on 13 June 1978. No study has begun. Since the PERSIGN System is not completed, an interim study should be undertaken. Some of the Career Management Officer's files could be maintained using the VM System.

5. LOGNOTE FILE

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██████████ currently produces "Lognotes" concerning meetings attended, special projects, and other items for the record. ██████████ would like these maintained on a computer. A Form 930 is being prepared.

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ADP APPLICATION PER TERMINAL

E&PS Terminal 1 (FY 77) and Terminal 2 (FY 80)

SAFE

STEPS

Budget Programs

Word Processing Applications:

 Lateral Services List

 Special Services List

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 ██████ Newsletter

 Annotated Bibliography

Distribution List

Management Statistics

Lognote File

Administrative Staff Terminal 1 (FY 81)

Administrative Personnel Files

Career Development/Training Files

Non-expandable Property Inventory File

AG Terminal 1 (FY 77) and Terminal 2 (FY 79)

PASKEY

SAFE

ADP APPLICATIONS PER TERMINAL (Cont.)

Terminal 3 (1981)

Trends Table of Contents

Word Processing Applications:

Trends

AG Special Report on Communist Media

AG Special Memorandum

AG Typescript

FCS Terminal 1 (FY 79)

Field Coverage Schedule

IFL

SourceLine List

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Frequency Plan

FCS Terminal 2 (1981)

Word Processing Applications:

Program Schedule of

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DRD Terminal 1 (1981)

SAFE

DRD Personnel Files

ADP APPLICATIONS PER TERMINAL (Cont.)

DRD Terminal 2 (1982)

Word Processing Applications:

Cabinet List

Diplomatic List

Prod Terminal 1 (1979)

Linguistic Skills File

Word Processing Application:

████████ Newspaper and Journal List

ACTS (until new CTS system is implemented)

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